



**Opening Date:** March 10, 2015      **Closing Date:** March 24, 2015  
**Job Title:** Judiciary Clerk II - Family/Child Support      **Position Type:** Regular Full Time  
**PIN:** 085660      **FLSA Status:** Non-Exempt  
**Location:** Circuit Court for Calvert County      **Grade/Entry Salary:** J06 \$30,761 - \$36,447  
Prince Frederick, Maryland      (Depending on Qualifications)

**Financial Disclosure:** No

**Essential Functions:** Works in all areas of the Family Department. Processes and maintains family case files and related incoming mail by retrieving family cases, reviewing pleadings, typing docket information and establishing case file folders. Opens new or reopens existing cases, receives pleadings or petitions, issues writs, summonses, warrants, wage withholdings, reviews papers, pleadings and orders. Files, retrieves and distributes files as needed and assists the Judges and their staff, attorneys, team members and the public by providing information about court records and court proceedings both at the counter or by telephone. Assists other Judicial departments by locating and/or retrieving case files from other offices within the courthouse or offsite storage facility as needed. Operates cash register by receiving and processing incoming court costs, in person and via mail. Reviews necessary cashing reports to assess and resolve necessary cashing issues. Performs other duties as assigned.

**Education:** High School Diploma or GED.

**Experience:** One year of related experience.

**Preferred:** Previous office experience directly involving filing and retrieving of court files. Previous cashier experience.

**Skills/Abilities:** Ability to establish priorities and work efficiently within time constraints. Ability to communicate in an effective, patient, tactful manner and to articulate directions, instructions and information to attorneys, court staff and the public. Ability to apply and interpret all applicable laws, rules, policies and procedures. Ability to maintain confidentiality. Ability to retrieve and replace files neatly and accurately using an alphabetical or numerical sequenced filing system, differentiates colors used in office filing system. Ability to review and comprehend performance policies and procedures and general correspondence as related to work performance. Must possess a valid Md Driver's license and be able to drive to an off site facility to retrieve and replace files as needed. Must be able to climb a short ladder or step stool and be able to lift/move records, carts, file boxes, weighing up to 35 pounds. Ability to operate a personal computer and type 35 wpm net with no more than 5 errors or 5,000 kph net with no more than 10 errors as demonstrated by successful completion of a typing or alphanumeric date entry test. Ability to perform all essential functions of this position.

**All applicants must complete a Maryland Judiciary Employment Application to be considered for this position (unsigned applications will not be accepted).**

**Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications sent to any other address.**

Circuit Court for Calvert County  
Courthouse, 175 Main Street  
Prince Frederick, MD 20678

Attn: Kathy P. Smith, Clerk of the Court

**The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.**